



Administrative/Planning Standing Committee

DRAFT MINUTES

September 8, 2011

1:00 p.m. – 2:00 p.m.

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Conference Room 204
Phoenix, Arizona 85007

An Administrative/Planning Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on September 8, 2011 at the ADDPC office, 1740 West Adams, Conference Room 204, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present	
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Edward Myers, Chair - Telephone Barbara Brent – Telephone
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David Cutty

Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Lani St. Cyr, Fiscal Manager Marcy Crane, Grants Manager
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Richard Carroll David Copins

A. Call to Order:

Edward Myers Called the meeting to order at 1:05 P.M. It was noted that a quorum had been achieved, allowing the meeting to proceed.

B. Approval of Minutes

Edward Myers called for a review of the July 25, 2011 Meeting Minutes.

- Motion was made by Barbara Brent to accept the Minutes as written.
- Motion seconded by David Cutty.
- Motion carried

C. Policy Revision: 250 – Expenses/Stipends

Discussion was held pertaining to the original Expense Reimbursement policy created in 2010 and now revised to reflect changes in the ADDPC By-Laws. Basic language changes were made replacing references to "Council" with the acronym "ADDPC" to achieve consistency with other documents created in accordance with new branding standards. A new section under "Stipends" was developed to explain how members who were either unemployed or losing salary/hourly wage to attend ADDPC activities could request stipend payment. As a part of the discussion, the Committee recommended adding language to the policy stating that recipients requesting a stipend payment should assess how such payment could cause liability in the potential loss of public benefits or increased taxation.

- A motion was made by David Cutty to approve the policy with the requirement that language be inserted advising members that income limits set by public income should be evaluated and liability for increased taxation be considered before requesting stipend payment.
- Barbara Brent seconded the motion.
- Motion carried.

D. Revision to 2011 By-Laws

A proposal was reviewed adding the Native American Center for Disability Law (NACDL) to the By-Laws as a recognized entity which serves as both a Protection and Advocacy organization and an Indian Consortium in Arizona. Members referenced written documentation submitted by the Administration on Developmental Disabilities acknowledging that the NACDL was approved and funded by the Developmental Disabilities Act as a Protection and Advocacy organization.

- David Cutty made a motion to approve adding the NACDL as a recognized Protection and Advocacy organization/Indian Consortium in Arizona.
- Barbara Brent seconded the motion.
- Motion carried.

E. Executive Director Performance Appraisal

On April 5, 2011, Will Humble completed a letter addressed to all ADDPC members advising that the mandatory annual Performance Review had been completed for the Executive Director, Larry Clausen. The Review was based on appraisals that were distributed to Administrative/Planning Standing Committee members and returned to the Chairperson documenting their opinion of Larry's performance. The findings from the returned appraisals were incorporated into the letter prepared in April, but never distributed to members pending the approval and recommendation of the Administration/Planning Committee. The letter was reviewed by Committee members and discussed.

- A motion was made by Dave Cutty stating that the letter as written by the Chairperson be recommended for full approval by the ADDPC. The motion also asked that the Executive Director develop a policy regarding how performance pay raises for staff may be implemented in the future. The policy will be drafted and presented to the next Administrative/Planning Committee.
- The motion was seconded by Ed Myers.
- The motion carried.

F. AdHoc Committees – Retreat Planning

Discussion was held regarding the establishment of an AdHoc Annual Retreat Planning Committee to begin laying plans for the 2012 Annual Retreat. It was suggested that the retreat be held in early spring (April or May) to allow for review of grant performance by new recipients as well as gathering enough information on 2012 legislative activities that can be considered at the retreat. It was also suggested that a potential topic for the Retreat be centered on anticipated changes to the requirements of federal sub-minimum wage authorization which may have an impact on persons with developmental disabilities not working in competitive employment.

No formal action was taken on this topic. However the Larry was asked to assemble the AdHoc committee and begin working on the project.

G. Next Meeting Date

Committee members elected not to set a new meeting date and instead asked that the Chairperson and Executive Director wait until necessary items are compiled requiring Committee action before requesting another meeting.

H. Call to the Public

No public members were present in person or by telephone.

G. Adjournment

- Motion for adjournment was made by David Cutty
- Motion seconded by Barbara Brent.
- Committee meeting adjourned at 1:55 P.M.